

OTTAWA • SANDUSKY • SENECA COUNTY
JOINT SOLID WASTE MANAGEMENT DISTRICT

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Solid Waste Management District
Name:

Position Title: Collection Assistant

Civil Service Status: Classified
Reports To: Recycling Specialist
Pay: Resolution

Employment Status: Part-time
FLSA Status: Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Minimum Qualifications: High School Graduate or equivalent; certified forklift operator; ability to communicate effectively and interact with the general public.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid driver's license by state of residency and proof of insurance coverage; valid forklift operator license.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, copy machine, motor vehicle, forklift, lift gate, hydraulic tote tipper, floor scale, and baler.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

ADOPTED: __/__/__	REVISION # __: __/__/__	APPROVED BY: _____
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Agency: Solid Waste Management District
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Position Title: Collection Assistant

Supervises: None

Normal Working Hours: 20 hours per week

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

20% (1) Performs regular preventive maintenance checks on fleet of trucks and trailers (lights and tires on a daily basis, fluid checks on a weekly basis, and detailed preventive maintenance checks on a monthly and quarterly basis).

(1) **Knowledge of:** (250); (252); (312); (313)
Skill in: (940); (958)
Ability to: (611); (684); (723); (742); (745)

40% (2) Transports trailers and two-yard collection containers between the recycling center and the sites being serviced after confirming the proper securing of each load. Tags incoming totes to track materials back to their source.

(2) **Knowledge of:** (250); (252); (345); (381)
Skill in: (958)
Ability to: (615); (684); (742); (745)

20% (3) Performs monthly inspections of more than 40 Aim to Be Green collection sites; checks each container for damage (lids, rods, and sliding doors); cleans all vinyl signage with cleaning solutions; assures lid locking bars are in position and litter related to ATBG service is cleaned from the site; documents completed services and site-related issues.

(3) **Knowledge of:** (250); (252); (345); (381)
Ability to: (615); (684); (742); (745)

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10% (4) Assists in processing of materials at recycling center. This includes the operation of such equipment as a forklift, a baler, and a hydraulic tote tipper along with the preventive maintenance service required of all processing-related equipment.

(4) **Knowledge of:** (250); (252); (345); (381)

Ability to: (615); (684); (742); (745)

10% (5) Unloads and inspects the quality of incoming materials and corresponds with collection sites regarding quality issues and/or changes in service.

(5) **Knowledge of:** (250); (252); (345); (381)

Ability to: (684); (723); (724); (745)

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

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OTHER DUTIES AND RESPONSIBILITIES:

Completes other duties and special projects as needed. Perform duties of co-workers as workload dictates.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: (250) District goals and objectives; (252) government structure and process; (312) mechanical maintenance; (313) vehicle maintenance and repair; (345) solid waste management issues; (381) public relations.

Skill in: (940) automotive mechanics; (958) motor vehicle operation.

Ability to: (611) define problems, collect data, establish facts, and draw valid conclusions; (615) understand, interpret, and apply laws, rules, or regulations to specific situations; (684) communicate effectively in both written and verbal formats; (723) gather and analyze information; (724) maintain records according to established procedures; (742) work individually or with teams; (745) establish and maintain effective working relationships with associates, township officials, and representatives / primary contacts at each of the District's service sites.

Signature of Agency Representative / Date